

**To:** Portillos, Christine[Portillos.Christine@epa.gov]  
**From:** Cheung, Wendy  
**Sent:** Mon 8/10/2015 2:41:54 AM  
**Subject:** RE: International Travel

I do have the return date as 9/19/15.

There are a couple of places that may be the issue:

- 1) no lodging associated with M&IE on 9/18. I added back the lodging for 9/18 and will not request reimbursed for this.
- 2) with the time change, I don't get into Vietnam till 9/12. I had lodging for 9/11 and I just deleted that lodging entry.

Also, I just got an email that there may be a dollar cap to this trip. If so I may have to change my flight to one with more stopovers. Carol Russell will have to do the same. I will verify about the dollar cap tomorrow AM with OITA. In the meantime please hold off on approval, hate for you to approve and then have to reapprove.

Thank you so much for your efforts to take care of this (on a Sunday eve no less!) Wendy

**From:** Portillos, Christine  
**Sent:** Sunday, August 09, 2015 7:47 PM  
**To:** Cheung, Wendy  
**Subject:** RE: International Travel

Well I'm not sure but can you please go into your expenses and ensure you have your return date as being 9/19/2015 and for that day you did not click actuals? I'm thinking you may have clicked actuals for that particular day. I'm not sure.....I will look tomorrow when I land I am going to the emergency response in Durango tomorrow morning.

When I land and set up I will review again.

Thank you

Christine Portillos

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**From:** Cheung, Wendy  
**Sent:** Sunday, August 09, 2015 7:31 PM  
**To:** Portillos, Christine  
**Subject:** RE: International Travel

Christine,

I wonder if it is flagging a problem because I am not using lodging on the last day (9/18) because I am effectively lodging on the plane. So on 9/18 for the full day I will travel and on 9/19 it is not a full day. I added back the lodging and hopefully that will resolve that issue. Then, when I return I won't get reimbursed for it. Does that work?

Thanks, Wendy

**From:** Portillos, Christine  
**Sent:** Sunday, August 09, 2015 2:11 PM  
**To:** Cheung, Wendy  
**Subject:** International Travel

Hi Wendy,

Below is an overview of requirements for your International Travel. Prior to me signing off on your TA in Concur please go in and amend the TA and correct the last day of M&IE it seems like you're receiving above the allowed amount.

You will do the International Travel Plan (ITP) in Lotus Notes (you will select me Christine Portillos to review it once it's completed) the ITP must be completed 21 calendar days prior to departure to include all approvals must be done by approving officials in R8. You will also have to do the TA in Concur your travel preparer can assist with that if needed. The TA is the same as a regular TA just ensure you add in the comments that it's International Travel. Also, in the travel type you would select Foreign Travel this will ensure the routing is correct.

Depending on who's paying for this trip if the per diem is over 150% you must annotate that in the comments and have the second line supervisor authorize the TA. If you do not have the second line supervisor authorize the TA then you will have to attach a memo with the second line supervisor signature authorizing the 150% over the per diem.

I've provided the link for International Travel information you can access the link for additional information. See below.

Please let me know if you have additional questions.

<http://intranet.epa.gov/oiaintra/>

Christine Portillos

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